



Adult Agriculture Education

Adult Agriculture Education Internship Description

REPORTS TO: Lee Perry- Chief Operations Officer of IDEAS for Us: Lee.Perry@IDEASforUs.org

STIPEND: Unpaid Internship - Minimum requirement 8 hours per week.

Hourly Requirements: Must fulfill an 8 hour weekly schedule during the selected times below.

Mandatory On-boarding day: (May 11th from 4 pm - 6 pm- at the Kaley Square Community Center - 1030 West Kaley Ave Orlando Florida 32805 - *looks like a church*) after you fill out the online application with your full availability.

Deadline to sign up for credit at your university/college - May 1st 2019

IMPORTANT: We require an hour meeting each week to review assignments and delegate tasks for on-going projects. If your other in office hours need to change, please bring up your schedule at the mandatory internship onboarding day. Mandatory meetings cannot be shifted but other office hours can throughout the week.

Details	Day of the week / Time	Location
In Office Work	Monday 9 am - 1 pm	1030 West Kaley ave Orlando Florida 32805
In Office Work	Wednesday 9 am - 1 pm	1030 West Kaley ave Orlando Florida 32805
Mandatory Weekly Meeting	Monday 12 pm - 1 pm	1030 West Kaley ave Orlando Florida 32805

REQUIREMENTS:

- IDEAS For Us interns must be a strong communicator and decision maker with the mission of the organization consistently in mind.
- IDEAS For Us interns need substantial knowledge and interest of local/ international environmental challenges and have an interest in sustainability initiatives.
- IDEAS For Us interns must work towards the key goals and objectives that best suit the overall needs of the organization which align with its core values towards developing a healthier, more sustainable future for the planet.
- IDEAS For Us interns must give notice before resignation or lengthy vacation periods.
- IDEAS For Us interns must practice a professional, constructive, and positive work attitude to ensure high morale and productivity.

- IDEAS For Us interns must have a reliable means of transportation.

RESPONSIBILITIES (with Branch Manager's assistance):

- ✓ Period of internship: May 11th - August 3rd (Intern Appreciation Day / Potluck)
- ✓ Research agricultural education and develop curriculum for adults and garden install recipients.
- ✓ Assist in developing hands on educational activities and implementing standard education operating procedures
- ✓ Source sustainable and affordable materials for educational activities
- ✓ Develop lesson plans and a step by step tutorial of Florida Friendly gardening to coach homeowners on how to harvest their vegetables properly at home.
- ✓ Administer lessons to a variety of audiences.
- ✓ Additional tasks that may arise to carry out the success of the program.
- ✓ **Final Semester Project Goal:** Launch a contracted workforce with training manuals for garden clients to learn how to take care of their gardens, apply integrated pest management, and harvest based on seasons specific to Central Florida.

SPECIFIC DUTIES:

1. Research and create plans for hands on learning with hopes of leaving customers with enough knowledge to be independent in their growing practices at home.
2. Research and create plans for activities and lessons related to sustainability, urban farming, earth science, ecology, and nutrition.
3. Use templates to finalize lesson plans and activity plans with Canva and Google Drive.
4. Organize educational materials by their type and target audience in Google Drive.
5. Attend weekly meetings to update Education Coordinator on progress of assignments and projects.
6. Report to Education Coordinator monthly with timesheets.

ACKNOWLEDGEMENT:

- ★ Must work a minimum of 8 hours per week and turn in a monthly timesheet. I have read and understand the position description above and can perform this duty.
- ★ All photos / video and intellectual property is owned by IDEAS For Us. You are welcome to take pictures and send them to our Communications Department for social media but the content is not to be used without our permission and is legally owned by IDEAS For Us.
- ★ Any injuries that take place during your time as an intern will not be the responsibility of IDEAS For Us and must be covered by said intern.
- ★ Must reference the operating manual and read through the policies and procedures manual to ensure the proper safety protocols are implemented.

Print Name _____

Signature _____

Date _____

Department Leader _____

*Please print signature page and bring to Onboarding day with your waiver and non disclosure.